

F. No. 2-5/2005/FIU(Admn)  
Government of India  
Ministry of Finance, Deptt. of Revenue  
Financial Intelligence Unit-India

Dated: 24<sup>th</sup> December, 2014

**APPOINTMENT ON SHORT TERM CONTRACT**

Financial Intelligence Unit-India invites applications from retired Centre/ State Government officials for preparations of penal for engagement as PA/PS on short-term contract basis.

2. Eligibility conditions are as follows:-

- (i) He/she should have retired as PS/PA from any of the Central/State Ministry/Department/Organization.
- (ii) Should be below 62 years of age as on the last date of receiving applications and in good health.
- (iii) Should have working knowledge of computers.
- (iv) Should have a shorthand speed of 100 wpm in Hindi or English and a typing speed of 30 wpm in Hindi or 40 wpm in English on computer.

3. Those engaged on contract basis for the aforementioned service will be paid a consolidated remuneration of Rs.20000/- per month for the post of PS and Rs.18000/- per month for the post of PA on the terms and conditions specified in Annexure-I. The application proforma is available on the website of FIU-IND at [www.fiuindia.gov.in](http://www.fiuindia.gov.in)

4. The application in the prescribed format (as per copy enclosed) complete in all respect should reach to the Deputy Director(Admn), Financial Intelligence Unit-India, Ministry of Finance, Department of Revenue, 6th Floor, Hotel Samrat, New Delhi-110021 within 30 days of date of publication of this advertisement. Applications which are not in the prescribed format will be rejected.

**(S.D. Sharma)**  
**Deputy Director (Admn)**  
Tel. 011-26883291

**Terms & Conditions**

1. Period of engagement will be initially for a period of six months extendable to further period as per requirement.
2. He/She shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the CCS (Conduct), Rules 1964.
3. He/She shall be responsible for giving output in terms of quality and quantity of the work prescribed to the PS/PAs in the Government of India.
4. In case of failure to deliver the prescribed norms of work, his/her engagement shall be terminated by giving one month's notice.
5. He/She shall be eligible for 8 days leave in a year on a pro-rata basis. The unavailed leave cannot be carried forward. This office should be free to terminate the services in case of his/her absence by more than 15 days beyond the entitled leave.
6. The posts are based in Delhi.
7. No TA/DA shall be given for appearing for the interview. No residential accommodation will be provided.

**Application for the post of PS/PA on Short term Contract basis**

1. Name -
2. Date of Birth -
3. Father's Name -
4. Postal Address -
5. Contact Numbers -
6. Educational Qualifications -
7. Date of retirement -
8. Last Pay drawn (Pay Band+Grade Pay) -
9. Office/Organisation from where retired -
10. Post held before retirement -
11. Name, Designation, Contact No of Supervising officer -
12. Details of posts held while in Govt Service -
13. Whether comfortable in working on computer (MS Office etc) - Yes/No
14. Details of present employment, if any -

(Signature of the candidate)